



USCCR State Advisory Committee—Report Process and Timeline



Concept to Publication—12 to 24 Months (estimated)

2 to 4 Months

2 to 3 Months

4 to 6 Months

4 to 6 Months

Concept → Proposal → Implementation → Reporting / Publication

SAC holds an open meeting to discuss civil rights topics in their state.
Committee members identify potential project topics / consider public input

General issue concepts

Topic Analysis:
• Short project concepts are prepared to verify, and define the issue
• Web/Tele conference with experts in field to detail the issue

Specific issue

Committee votes on issues, paring down to one topic
(The issue must be cut down to a size that can be handled with the resources available and for which data are available or attainable.)

Topic Selection
• Scope
• Timeline
• Jurisdiction

Once a topic has been selected, a proposal is prepared by USCCR staff or the Committee:

- Background information on topic
- How will the topic fit into the Committee's jurisdiction (protected category and federal laws implicated) ?
- Scope of study: what information is to be collected and how.
- Balance statement
- Timeline
- Public meeting format (online, in person)
- Other methods of data collection (written testimony, reports, web conference, etc.)

Proposal is sent to USCCR RPCU Chief and Staff Director for approval

After RPCU approval, SAC votes to approve and begin work

SAC discusses and approves :

- In person or Web conference?
- Location (City/State, urban/rural)
- Venue (university, library, community center, school , government building, hotel conference room, etc.)
- Date and time

SAC discusses and approves :

- categories of panelists (government officials, advocates, academics, individuals impacted, etc.)
- Identify individual panelists for a hearing (request abstract)
- Public outreach and advertising

Host Public Hearing to Collect Testimony

Lead Time can be 2 to 4 Months

- Committee reviews testimony (in-person, on-line, written)
- Committee creates an outline of major themes and findings, cited to transcript or written testimony

Committee drafts sections of report (or delegates to USCCR staff)

Committee reviews drafts and votes to approve each section
Copy editing by Committee members

Completed draft submitted to USCCR for Legal Sufficiency Review

Committee reviews LSR—edit as necessary
Vote to adopt Final Report

Publication
Presentation to Commission